



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Research Analyst II

Monthly Salary: \$4,619 – 5,616

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-5731-008

Refer to Job ID# J09-008

Final Filing Date: October 8, 2009

General Statement of Duties:

Under the general supervision of the Research Manager II, the Research Analyst II (RA II) works at the full journey level and is responsible for: assisting in designing, planning, and implementing research and statistical projects in collaboration with Research Program Specialists, Health Program Specialists and division management; assists in writing program-related reports; collecting, editing, summarizing and analyzing quality data submitted by health, dental, and vision plans, and writing the results of the analysis and interpretation in a report format; assists in preparing presentations and may present the reports in a public forum; develops report templates and guides health plan staff through the process of submitting contractually required data; participates in designing, developing and employing research methodology and techniques and interpreting results and findings; advises upper management about changes in regulations, procedures and industry standards related to quality of care, and performs other duties as related

Leads the annual Community Provider Plan (CPP) competitive designation process that includes acquiring data from other state departments (OSHPD and DHCS), generating the hospital, clinic and CHDP Traditional and Safety Net (T&SN) provider lists, resolving requests for changes, developing timelines, instructions and training materials for the audit process, and developing reporting templates while ensuring integrity throughout the process. Responds to health plan questions and comments. Annually evaluates the T&SN list to determine if changes to the process are needed. Proposes and oversees changes to the CPP regulations and contract amendments, as needed.

Monitors changes in the health insurance marketplace, and state and federal legislation for impact on the Healthy Families Program (HFP), Access for Infants and Mothers Program (AIM) and Major Risk Medical Insurance Program (MRMIP) and prepares summary reports on the impact of market or legislative changes on these programs. Attends conferences and ongoing training to stay abreast of changes in health care quality and access. Participates in internal and external meetings about data requirements, data collection, and reporting. Presents technical information to the Board at public meetings. Makes recommendations about contract language changes based on the changing health care marketplace.

Collects and processes data from health and dental plans on quality of care measures. Serves as the lead researcher on dental quality issues. Prepares reports for the Board. Facilitates workgroups of plans and interested stakeholders. Produces ad hoc reports for internal staff and external requestors.

Works with other Managed Risk Medical Insurance Board (MRMIB) staff to ensure compliance with MRMIB programs' policies, guidelines, and protocols, and performs other duties as related.

OTHER EXPECTATIONS:

- Demonstrates a commitment to performing duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Keeps abreast of available tools for performing statistical analysis.
- Demonstrates the ability to function as part of a team, work on multiple assignments, and meet critical deadlines.
- Establishes and maintains liaison with the other state agencies including the Department of Health Care Services and the Office of Statewide Health Planning and Development.

DESIRABLE QUALIFICATIONS:

- Strong analytical and technical skills, including knowledge of sound data collection methods.
- Strong written and oral communication skills.
- Strong computer skills, including experience with MS Word, Excel, Access, and spreadsheets.
- Experience with database software packages such as PC SAS or similar statistical analysis programs is highly desired.
- Research experience and knowledge of statistics.
- Ability to work with diverse individuals and groups.
- Experience in policy analysis and/or program evaluation.
- Ability to work on multiple research projects and meet deadlines.
- An interest in improving health care access and quality in public programs.

Who May Apply:

Individuals at the Research Analyst II level or who have list or reinstatement eligibility to the classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov). In Section 12 of the application enter **Job ID# J09-008 and Position # 443-300-5731-008 and the basis for appointment eligibility. Send to:**

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Robin Conover – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: October 8, 2009.

If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.